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MINUTES FOR RESTORATION ADVISORY BOARD MEETING HELD 21 FEBRUARY 1995  
NS MAYPORT FL  
2/21/1995  
NAVAL STATION MAYPORT

**NAVSTA MAYPORT  
RAB ORIENTATION MEETING  
21 FEBRUARY 1995, 7:30 P.M.  
MEETING SUMMARY**

**NAVSTA Mayport Administrative Record  
Document Index Number**

**32228-000  
13.03.00.0043**

- ▶ Navy Co-Chair Cheryl Mitchell began the meeting by introducing NAVSTA Mayport Commanding Officer Captain Scott Cantfil.
- ▶ Captain Cantfil introduced himself and said that he was not a member of the RAB, but was there to support the RAB. He thanked the members for applying and then introduced each RAB member: Paul Perez, Bob Weiss, Patricia Lauderdale, Bronson Lamb, and Jay Carver. Captain Cantfil then introduced Cheryl Mitchell as the Navy Co-Chair and his official representative on the RAB.
- ▶ Cheryl Mitchell introduced the other members of the RAB: David Driggers (SONAVFACENGCOM), Jay Bassett (EPA), and Jim Cason (FDEP). In addition, Peggy Layne and Frank Lesesne (ABB) and Mark Benge (Bechtel) were introduced as contractors providing support by performing environmental investigations and remediation.
- ▶ Cheryl Mitchell distributed handouts and presented an overhead presentation outlining the roles and responsibilities of RAB members, RAB orientation, and Navy support available to the RAB [see attached].
- ▶ Cheryl Mitchell suggested to the RAB that they think about ground rules, a charter, and public participation for the next meeting. Logistics were discussed, and the next meeting, a site tour of NAVSTA Mayport was scheduled for Saturday, March 4 at 9 a.m. An additional meeting was also scheduled for Thursday, 23 March at 7 p.m. at St. John's Catholic Church on Mayport Road. The meeting was then opened for a questions and answer discussion period.

**Question & Answer Discussion Period**

- Q: In the broadest terms, how are we defining community?
- A: Community can be any group affected by the cleanup; it can be people who live or work near the base, or environmental organizations.
- Q: Does this community extend east of the intracoastal waterway?
- A: There are no lines around the community, it is defined more by interest than geography. Anyone interested is welcome to participate, but we are most interested in response from people specifically concerned with or impacted by activities at NAVSTA Mayport.
- Q: How long will the next meeting last?
- A: It is anticipated that the tour will last two hours, followed by a one hour meeting. The meeting is expected to conclude at noon.
- Q: Can a site history be provided before the tour as background?
- A: Site histories will be mailed to RAB members next week with a meeting agenda, a base map, and a base vehicle permit. Please dress in casual clothes, jeans and tennis shoes.
- Q: What is the frequency of RAB meetings?
- A: That is to be determined by the RAB members, although we are hoping to have RAB orientation complete in time for the RAB to review reports being produced in May and June.
- Q: Can we plan each meeting as it comes up? Can we come together anytime if we have questions?
- A: Meetings can be planned as needed. If RAB members have any questions they are welcome to call Cheryl Mitchell or arrange a time to meet and talk with her.

- Q: Should a description of the partnering process be provided?  
A: A phone list and a description of the partnering process will be provided at the next meeting.
- Q: Is the material we need to review in the library?  
A: Yes, all materials are available to the public in the Information Repository, which has been established at the Beaches Branch Public Library. Also included there is the Administrative Record. A list of documents will be provided at the next meeting.
- Q: Would it be possible to provide the RAB with a timeline?  
A: Yes, a timeline can be extracted from the Corrective Action Management Plan (CAMP). The CAMP provides details and dates for program milestones and is updated annually.
- Q: How far out does planning extend?  
A: Cleanup time will vary on the severity and size of contamination. Some interim actions can happen quickly, even though they may not be the final cleanup of a site. Cleanup could take as long as thirty years.
- Q: What kind of funding does this program have?  
A: Budgets are submitted five years in advance, but the program is funded by Congress and therefore subject to its discretion. NAVSTA Mayport is hurt in trying to get funding by the fact that it is not a Superfund site and not a closing base; the problem at NAVSTA Mayport is not as severe as at some other bases.
- Q: Are the environmental problems the RAB addresses historical issues or resulting from day-to-day operations?  
A: The cleanup program addresses areas of past potential contamination. Regulatory permits guide current activities on base.
- Q: Are most sites identified at the same time, or are there different timelines for certain activities?  
A: The cleanup program is run in separate pieces, or phases. Some sites are further along in the process, some are just beginning.
- Captain Cantfil: One of the special things about NAVSTA Mayport is that it is the only Navy Environmental Leadership Program (NELP) base on the east coast. This enables NAVSTA Mayport to get special funding for innovative technological projects, which allows the base to cut through red tape. Currently four separate projects are being funded and we are hoping to get more money. Innovative cleanup is not just a Navy or Department of Defense issue, it is an issue for the whole country and NAVSTA Mayport is in the forefront of environmental leadership.
- Q: Are the alternates involved in the cleanup process?  
A: Absolutely. [Captain Cantfil introduced Ed Cordes, a RAB alternate] Alternates will be invited to participate in every RAB activity, however meetings cannot be scheduled around their schedules.

*Agenda*  
*Restoration Advisory Board Meeting*  
*February 21, 1995*

Welcome	Captain Cantfil
Introduction of RAB Community Members	Self Introduction
Overview of Roles and Responsibilities of RAB Community Members	Navy Co-Chair: Cheryl Mitchell
Initial RAB Activities This Meeting: <ul style="list-style-type: none"><li>• Establish location and frequency of orientation meetings</li></ul> Next Meetings: <ul style="list-style-type: none"><li>• Develop charter</li><li>• Attend orientation/training sessions</li><li>• Select community co-chair</li></ul>	Cheryl Mitchell
Introduction of Navy and Regulatory RAB Members and Support Personnel <ul style="list-style-type: none"><li>• Introduce Navy and regulatory personnel</li><li>• Explain support available through Navy and regulatory personnel</li></ul>	Cheryl Mitchell
Establish Location and Frequency of Orientation Meetings <ul style="list-style-type: none"><li>• Discuss ground rules</li></ul>	Cheryl Mitchell

## NAVAL STATION MAYPORT RESTORATION ADVISORY BOARD

February 21, 1995

*Naval Station Mayport  
Restoration Advisory Board*

## RESPONSIBILITIES OF THE RAB COMMUNITY MEMBERS

- Attend RAB meetings.
- Advise and comment on cleanup issues to government decision makers.
- Report back to the organization or community you represent.
- Serve as a conduit for information flow to and from the groups you represent and the community at-large.
- Review and provide comments on documents.
- Serve in a voluntary capacity.

*Naval Station Mayport  
Restoration Advisory Board*

## DEVELOPING A RAB MISSION STATEMENT

- Preparing the mission statement provides an ideal forum in which to define and document the shared goals of RAB members.
- The final result represents a consensus on the breadth and scope of RAB activities.

*Naval Station Mayport  
Restoration Advisory Board*

## ESTABLISHING RAB OPERATING PROCEDURES

- Establish membership policies:
  - Attendance requirements
  - Length of service
  - Additions, replacements, and terminations
- Outline RAB operating principles:
  - Frequency and protocol (ground rules) of meetings
  - Process for public review and comment
  - Announcement of meetings
  - Procedures for public participation and response to questions and comments at RAB meetings

*Naval Station Mayport  
Restoration Advisory Board*

## RAB ORIENTATION

- Session 1: Roles and Responsibilities of RAB
- Session 2: Installation Mission and Site Tour
- Session 3: Regulatory Background
- Session 4: Status of Cleanup Activities & Technical Issues
- Session 5: Communication

*Naval Station Mayport  
Restoration Advisory Board*

## THE RAB COMMUNITY CO-CHAIR

- Works in partnership with the NAVSTA Mayport Co-Chair
- Selected by the community members
- Skilled in running meetings and encouraging cooperation

*Naval Station Mayport  
Restoration Advisory Board*

### RESPONSIBILITIES OF THE COMMUNITY CO-CHAIR

- Coordinate with the NAVSTA Mayport Co-Chair to prepare and distribute an agenda prior to each RAB meeting.
- Ensure that the community members participate in an open and constructive manner.
- Ensure that the RAB has the opportunity to provide input into the decision process.
- Ensure that community issues and concerns related to cleanup are brought to the table.
- Serve as a focal point for community outreach and report back to the community as a whole.

*Naval Station Mayport  
Restoration Advisory Board*

### RESPONSIBILITIES OF THE NAVY CO-CHAIR

- Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting.
- Ensure that NAVSTA Mayport participates in an open and constructive manner.
- Ensure that the RAB has the opportunity to provide input into the decision process.
- Ensure that administrative support to the RAB is provided
- Report back to NAVSTA Mayport.

*Naval Station Mayport  
Restoration Advisory Board*

### RESPONSIBILITIES OF STATE AND FEDERAL RAB MEMBERS

- Attend RAB meetings.
- Serve as an information, referral, and resource bank regarding NAVSTA Mayport cleanup.
- Review and provide comments on documents.
- Ensure that state and federal environmental standards and regulatory issues are identified and addressed.
- Facilitate resolution of environmental issues and constraints.
- Assist in the education and training of RAB members.

*Naval Station Mayport  
Restoration Advisory Board*

### NAVSTA MAYPORT'S STATE AND FEDERAL RAB MEMBERS INCLUDE

- Regulators
  - State - Jim Cason
  - Florida Department of Environmental Protection (FDEP)
  - Federal - Jay Bassett
  - U.S. Environmental Protection Agency (EPA)
- Natural Resource Trustees
  - State - John Mitchell
  - FDEP
  - Federal - Waynon Johnson
  - National Oceanic & Atmospheric Administration (NOAA)

*Naval Station Mayport  
Restoration Advisory Board*

### NAVY SUPPORT AVAILABLE TO THE NAVSTA MAYPORT RAB

- The Navy may provide administrative support including:
  - sharing information about the RAB by generating newspapers advertisements, public notices, and meeting announcements via local newspapers and the NAVSTA Mayport mailing list
  - arranging for meeting facilities equipment, and note takers
  - preparing meeting materials
  - preparing materials to share with the community at-large
- The Navy may provide experts to present and discuss technical information.

*Naval Station Mayport  
Restoration Advisory Board*

### THE RAB NAVY CO-CHAIR

- Is selected by the Commanding Officer of NAVSTA Mayport.
- Is empowered with the authority to implement RAB responsibilities.

*Naval Station Mayport  
Restoration Advisory Board*

## ***The RAB Community Co-Chair***

### ***The RAB Community Co-Chair:***

- Works in partnership with the NAVSTA Mayport Co-Chair.
- Selected by the community members.
- Is skilled and comfortable in running meetings and encouraging cooperation.

### ***Responsibilities of the Community Co-Chair:***

- Coordinate with the Navy Co-Chair to prepare and distribute an agenda prior to each RAB meeting.
- Ensure that the community members participate in an open and constructive manner.
- Ensure that the RAB has the opportunity to provide input into the decision process.
- Ensure that community issues and concerns related to cleanup are brought to the table.
- Serve as a focal point for community outreach and report back to the community as a whole.

## ***Responsibilities of the RAB Community Members***

- Attend RAB meetings.
- Advise and comment on cleanup issues to government decision makers.
- Report back to the organization or community you represent.
- Serve as a conduit for information flow to and from the interest groups you represent and the community at-large.
- Review and provide comments on documents.
- Serve in a voluntary capacity.

## ***Responsibilities of State and Federal RAB Members***

### ***The State and Federal RAB Members:***

- Attend RAB meetings.
- Serve as an information, referral, and resource bank regarding NAVSTA Mayport cleanup.
- Review and provide comments on documents.
- Ensure that state and federal environmental standards and regulatory issues are identified and addressed.
- Facilitate resolution of environmental issues and constraints.
- Assist in the education and training of RAB members.

### ***NAVSTA Mayport's State and Federal RAB Members include:***

#### **Regulators**

- State - Jim Cason  
Florida Department of Environmental Protection (FDEP)
- Federal - Jay Bassett  
U.S. Environmental Protection Agency (EPA)

#### **Natural Resource Trustees**

- State - John Mitchell  
FDEP

Federal - Waynon Johnson

National Oceanic and Atmospheric Administration (NOAA)

## ***Navy Support Available to the NAVSTA Mayport RAB***

- *The Navy may provide administrative support including:*
  - sharing information about the RAB by generating newspaper advertisements, public notices, and meeting announcements via local newspapers and the NAVSTA Mayport mailing list;
  - arranging for meeting facilities, equipment, and note takers;
  - preparing meeting materials; and
  - preparing materials for the community at-large.
  
- *The Navy may provide experts to present and discuss technical information with the RAB.*

## ***RAB Charter***

The RAB charter provides the *mission statement* and *operating procedures* for the RAB.

### ***RAB Mission Statement:***

- Preparing the mission statement provides an ideal forum in which to define and document the shared goals of RAB members.
- The final result represents a consensus on the breadth and scope of RAB activities.

### ***RAB Operating Procedures:***

- Establish membership policies:
  - attendance requirements
  - length of service
  - additions, replacements, and terminations
- Outline RAB operating principles:
  - frequency and protocol (ground rules) of meetings
  - process for public review and comment
  - announcement of meetings

- procedures for public participation and response to questions and comments at RAB meetings

## ***RAB Orientation***

**Session 1: Roles and Responsibilities of RAB**

**Session 2: Installation Mission and Site Tour**

**Session 3: Regulatory Background**

**Session 4: Status of Cleanup Activities and Technical Issues**

**Session 5: Communication**

***RAB Members***

Jay R. Carver, Jr.  
46 15th Street  
Atlantic Beach, FL 32233

Bronson E. Lamb, III  
3812 Richmond Street  
Jacksonville, FL 32205

Particia A. Lauderdale  
1253 West Green Cay Avenue  
Atlantic Beach, FL 32233

Paul I. Perez  
307 Ocean Forest Drive North  
Atlantic Beach, FL 32233

Robert G. Weiss  
1798 Selva Marina Drive  
Atlantic Beach, FL 32233

## ***The RAB Navy Co-Chair***

### ***The RAB Navy Co-Chair:***

- Is selected by the Commanding Officer of NAVSTA Mayport.
- Is empowered with the authority to implement RAB responsibilities.

### ***Responsibilities of the Navy Co-Chair:***

- Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting.
- Ensure that NAVSTA Mayport participates in an open and constructive manner.
- Ensure that the RAB has the opportunity to provide input into the decision process.
- Ensure that administrative support to the RAB is provided.
- Report back to NAVSTA Mayport.